

## WVDOH Clarifies Notary Public Seal Issue

A number of bids on the July 29 letting were declared irregular due to confusion over whether a Notary Public must affix their seal to the new Alcohol and Drug-Free Workplace Affidavit.

The WVDOH has issued a new Special Provision for Section 102, Bidding Conditions and Requirements that clearly states that a Notary Public must affix their seal to ALL WVDOH notarized documents.

This includes sealing Section K of the Proposal by all in-state and out-of-state vendors. The statement at the end of Section K that currently reads “Notary Seal if not Executed in West Virginia” will be removed by addendum for all projects currently advertised and will be eliminated in all future projects. Therefore, members should make sure that a Notary stamps their seal on all documents when acknowledging a signature.

A copy of the Special Provision is attached for your review.

We welcome questions or comments on the issue.

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS**

**SPECIAL PROVISION**

**FOR**

**SECTION 102**

**BIDDING CONDITIONS AND REQUIREMENTS**

**102.15 – FREE COMPETITIVE BIDDING AFFIDAVIT:**

DELETE THE SECOND SENTENCE OF THE FIRST PARAGRAPH AND ADD THE FOLLOWING SENTENCE:

This affidavit must be sworn to before a Notary Public who must affix their seal thereto.